



New Jersey Department of Environmental Protection Site Remediation and Waste Management Program

PUBLIC NOTIFICATION AND OUTREACH INSTRUCTIONS

General Instructions

1. **Applicability.** Use this form when you submit documentation of public notification and outreach pursuant to N.J.A.C. 7:26C-1.7 to the New Jersey Department of Environmental Protection (NJDEP) via NJDEP Online.
2. **Updates.** The NJDEP may update this form periodically. Please ensure you are using the latest version of this form. Download the latest version of this form from the NJDEP Website: <http://www.nj.gov/dep/srp/srra/forms/>.
3. **Required Fields.** There are required fields for this form. **If all required information is not provided on this form, the form will be rejected.** The required fields are:

Section A

Site Name: Required

Case Tracking number: Required

Section B

1. Required.
2. / 3. A Date in 2 or 3 is Required.
If 3 is checked Yes, Date is Required.
4. If any of the four items are checked Yes, the corresponding date must be populated.
Also, there must be at least one Yes answer in question 4 or 7.
5. Yes or No Required.
6. Yes or No Required.
8. Yes or No Required.

Section A. Site Name and Location

- **Site Name:** Provide the name of the facility;
- **Program Interest (PI) Numbers:** The PI Number is assigned by the NJDEP and can be obtained via the web at <http://www.nj.gov/dep/srp/> (DEP DATA MINER REPORTS). If this is a new site with no previous SRP involvement, leave blank.
- **Case Tracking Numbers for this submission:** Provide all NJDEP generated site identification numbers for this submission (Hotline incident numbers, UST Notice of Intent to Close numbers, ISRA numbers, etc.). Attach additional sheets if necessary);

Section B. Notification Information

1. Indicate if this is an initial or updated notification.
2. Provide the date initial field activities will or have commenced.
3. Indicate if it has been determined if contamination migrated off site. If "Yes" provide the date off site migration was determined.
4. Check all appropriate boxes that identify the method(s) by which public notification was conducted and provide the appropriate date(s). **Note:** The date(s) should be within 14 days prior to the date provided in question #2 as per N.J.A.C. 7:26C-1.7 (h).
5. Indicate if public notification was conducted in any language other than English and identify the language.
6. The person responsible for conducting the remediation is required to submit public notification documentation (i.e., photograph of a public notification sign with site information, copy of public notification letter and list of recipients and copy of fact sheet and newspaper advertisement) to the municipal clerk of each municipality in which the site is located, the designated local health official, and the local health agency. Please review N.J.A.C. 7:26C-1.7 for

specific requirements. Please check “Yes” if copies of the required documentation were provided to the municipal clerk of each municipality in which the site is located, the designated local health official, and the local health agency.

7. Pursuant to N.J.A.C. 7:26C-1.7(n), the person responsible for conducting the remediation may implement a public notification and outreach plan that is different from requirements set forth in the public notification rule. A rationale for this alternative plan and a discussion of how the alternative plan provides adequate public notice must be submitted. Indicate if public notification was conducted using an alternate plan and if the rationale for this plan is included in the submission.
8. N.J.A.C. 7:26C-1.7(o) requires the person responsible for conducting the remediation to conduct additional public outreach if the NJDEP determines that additional outreach is needed, or when the NJDEP determines that there is substantial public interest in remediation activities concerning a contaminated site. Please check “Yes” if additional public notification was conducted pursuant to this provision. If not applicable, please check “No.”
9. Add any comments.

NOTE:

**Do not scan this form or alter it in any way, and do not incorporate it into any other document prior to upload.
Complete the form on your computer and save it with a unique file name prior to upload.**